

# Master's of Education Reimbursement Program

## Fact Sheet – July 2000

**Overview** The Master's of Education Reimbursement Program was enacted in the 1999-2001 state budget to partially reimburse eligible public school teachers for a portion of the education costs they incur while pursuing a master's degree in education or in teaching. The Legislature authorized \$1 million for reimbursements for the 2000-2001 fiscal year. The program is administered by the Higher Education Coordinating Board.

**Eligibility** For the 2000-2001 year the eligible individual is one who meets the following criteria:

1. Did not possess a master's degree prior to June 30, 1999;
2. Receives either a master's degree in education or in teaching after June 30, 1999, and before July 1, 2001; from an accredited college, university, or branch campus physically offering the program's classroom instruction in the state of Washington, and
3. Is currently teaching in one of the state's *public* elementary, middle, or secondary schools, or has a contract to teach in one of those schools for the 2001-2002 academic year. Teaching service must be at a rate of half-time or greater.

**Selection Priorities** At the direction of the Legislature, the highest priority for reimbursement is given to teachers who possess teaching credentials in either Mathematics, Science, Biology, Chemistry, Earth Science, or Physics. "Credential" means that the individual possesses a teaching endorsement conferred by the Office of the Superintendent of Public Instruction or has completed a major or minor in one of these specific areas. If sufficient funds are available, the HECB may establish additional priorities to provide reimbursements to other qualifying teachers.

**Required Documentation** The HECB must receive the following documentation with the application:

- **Teaching Service** – A copy of a 2000-2001 or 2001-2002 contract or a letter from your public school or school district (on official letterhead) confirming your present or future employment.
- **Master's Degree** – A transcript or other documentation from your college or university confirming your receipt of either a master's degree in education or in teaching. The documentation must include the date the master's degree was received.
- **Credentials** – If you possess an endorsement in a math or science priority field, please provide a copy of your certificate. In lieu of a copy of the actual certificate, you may substitute a letter from your public school or school district (on official letterhead) confirming your possession of one of these endorsements. If you do not possess an endorsement, but have a major or minor degree in one of these areas, please provide college transcripts confirming completion of the degree.

**Please do not send an incomplete application. Incomplete applications will be returned to the sender.**

**Reimbursement** The maximum reimbursement for 2000-2001 is \$3,000. The amount may be prorated depending upon the number of eligible applicants. Funds will be prorated among all eligible first-priority applicants, not to exceed \$3,000. Remaining funds will be prorated among all other eligible applicants, not to exceed \$3,000.

If you receive tuition reimbursement from your school, school district, or other source of public funds, the payment from this program will be reduced by the amount you list in question number 9. Student loans and other financial aid or scholarships disbursed through the college you attended do not count as reimbursements.

**Application Due Date** The completed application is due to the Higher Education Coordinating Board by June 30, 2001.

**For Additional Information** More information about the program is available on the Board's web site at <http://www.hecb.wa.gov>. You may also leave a message for program staff, toll free, at 1-888-535-0747.